Community Forestry Partnership Grant
2008-2009

GUIDELINES

PROGRAM OVERVIEW

Program Administrator

This grant is administered through the Utah Division of Forestry, Fire and State Lands in cooperation with the USDA Forest Service and the Utah Community Forest Council. *The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.*

Eligible Applicants

Eligible applicants include State agencies, counties,Tree City USA Communities, non-profit 501(c)(3) groups, educational institutions, and tribal governments. Volunteer groups, neighborhood associations, and civic groups may work in conjunction with and through one of the above. *Only cities and towns that have achieved Tree City USA status will be considered. For more information on how to become a Tree City USA visit the Urban & Community Forestry link at www.ffsl.utah.gov.*

Funds Available

Community Forestry Grant requests have a **minimum grant of $1000 and a maximum of $5,000**. Grant monies awarded under this program are in the form of reimbursement grants and will be paid only upon **completion of granted projects**, and **submission of a final report**. Funds will be available to communities and organizations on a competitive basis in a 1:1 cost share match program. Successful applicants must provide a local match equal to or greater than the grant award. The applicant's matching funds cannot come from other Federal funds.

Application Deadline (postmarked)
Wednesday, September 17, 2008

Project Completion Date
Sunday, May 31, 2009

Final Report Deadline (postmarked)
Friday, June 12, 2009

Program Goals
To develop, enhance, and support sustainable urban and community forestry projects throughout Utah, and to meet the national U&CF goals:

1. Reduce the impacts of land use change, fragmentation, and urbanization of native landscapes
   a. Objective: Provide expertise and facilitate the implementation of green infrastructure and best management practices to identify and protect working urban forests.
   b. Objective: Provide technical assistance in the development of land-use planning tools, ordinances, programs and policies.
   c. Objective: Restore and manage open spaces in urban and urbanizing areas to improve the quality of life for all residents.
2. Moderate the impacts of catastrophic events
   a. Objective: Increase implementation of urban forest risk management practices.
   b. Objective: Develop programs for early detection, monitoring and rapid response for invasive insects and diseases in the urban forest.
3. Protect and improve air and water quality
   a. Objective: Conserve and enhance urban forest canopy
   b. Objective: Establish canopy goals
   c. Objective: Replace impervious surfaces with tree canopy
4. Mitigate climate change
   a. Objective: Use urban forestry tools to assess and demonstrate the value of trees (iTree software)
   b. Objective: Set tree canopy goals to increase carbon sequestration and reduce greenhouse gas production.
   c. Objective: Increase urban wood utilization for biomass energy production and /or value-added products.
5. Conserve energy
   a. Objective: Plant trees strategically to reduce energy consumption
   b. Objective: Increase policies and plans that preserve energy conserving existing tree canopy during the development and construction process.
   c. Objective: Build programs that utilize trees as a renewable energy source

Other Program Objectives
- Improve public understanding of the benefits of preserving and expanding tree cover in communities.
- Provide educational programs and technical assistance to communities, individuals and organizations in the maintenance and care of trees.
- Enhance the technical skills of individuals and organizations involved in the planning, development and maintenance of urban and community forests.
- Promote volunteerism, multi-cultural awareness, and involvement of non-profit organizations in implementing urban and community forestry programs, particularly in communities where participation in urban and community forestry efforts has been limited.

For Additional Information Contact:
Meridith Perkins
Community Forestry Program Coordinator
Utah Division of Forestry, Fire and State Lands
1594 W. North Temple, Suite 3520
Salt Lake City, UT 84116
Telephone: (801) 538-5505
Email: meridithperkins@utah.gov

APPLICATION REQUIREMENTS:

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Application Deadline

The closing date for 2008-2009 grant application is September 17, 2008. **Four** copies of the completed application should be submitted to the following address post marked no later than September 17, 2008.

       Community Forestry Partnership Grant
       Attn: Meridith Perkins
       Urban and Community Forestry Coordinator
       Division of Forestry, Fire and State Lands
       1594 W. North Temple, Suite 3520
       Salt Lake City, UT 84116

Late applications will only be considered if remaining funding is available.

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*Application MUST include all of the following***:**

1. Project narrative describing the goals and objectives and a summary of the project activities and who would perform them;
2. Describe specifically how the grant money will be spent;
3. Project Work Plan and activity details. Tree Planting components shall include: description of site, photos, drawings and maps;
4. Participants including sponsors, project coordinators and volunteers;
5. Name of either regional area foresters from the Utah Division of Forestry, Fire and State Lands or a member of the Utah Community Forest Council with whom you have consulted about this project, s*ee Appendix I;*
6. **Proposed budget and quotes for contract work, nursery stock, and/or other materials;**
7. **Provide sources of cash contributions and value of in-kind contributions;**
8. Timeline for completion;
9. For tree planting components, a detailed three-year maintenance plan with responsible parties named.

NOTE: Please be as accurate as possible on the grant application. Any changes to the original grant application MUST be approved by the Community Forestry Coordinator before project completion to ensure reimbursement.

RATING CRITERIA:

Selection Process
Applications will be reviewed and ranked by a committee composed of the Urban and Community Forestry Coordinator and selected members of the Utah Community Forestry Council and the Division of Forestry, Fire and State Lands.

Evaluation Criteria
Applications will be rated on the individual project goals and quality. Evaluation will focus on how each innovative project meets the State U&CF goals and objectives. Refer to stated goals and objectives on page 2.

Ineligible and Priority Applications

1. Communities that have not achieved Tree City USA recognition do not qualify for this grant.
2. Applicants who received a Community Forestry Partnership Grant in 2007-2008 fiscal year may not request funding for the same project. Example: If your community had a grant to plant trees in City Park, you would not be eligible for another grant to plant more trees in City Park this year.
3. Communities or organizations that have received consecutive grants in the past will have a lower priority than first time grant recipients.

PROJECT FUNDING, INSPECTION, REPORTING AND PAYMENT:

Funding Information

The funding range for proposals is $1,000 to $5,000. Grant finances provided by both the USDA Forest Service, State and Private Forestry and the State of Utah. This is a matching grant program requiring a 1:1 match. Only actual costs and expenses will be reimbursed. Volunteer labor and in-kind donations can be used for a local match equal to or greater than the grant award, but will not be counted as expenses for reimbursement.

The grant period will begin as soon as successful applicants are notified and expire June 12, 2009. Grant payments will be made upon review of financial documentation. Successful applicants must maintain project records including paid invoices, time & attendance sheets, and cancelled checks. Final project reports must be submitted by June 12, 2009.

Matching Contributions

Matching support may be in the form of *cash purchases* or *in-kind contributions*; all of these contributions must come from **non-Federal sources**.

> *Cash Purchases* are direct out-of-pocket expenditures for eligible project activities that are documented by paid invoices, cancelled checks, signed receipts or payroll records.

> *In-Kind Contributions* include: third party donations of supplies or equipment, value of time by employees or volunteers on eligible project activities. Assistance provided by Federal employees may not be claimed as part of the local match.

> In-Kind Contribution Guidelines
> - Volunteers - $19.51 per hour (must include sign-up sheet of volunteers, date, and hours worked)
> - In-mate labor – hourly rate charged to city; if labor is free, volunteer hourly rate may be substituted
> - Donated professional services – use customary rates for services provided
> - Donations of materials – use customary retail rates

Ineligible Expenses for Grant Reimbursement
- Food, drinks and refreshments for meetings, volunteers, etc.
- Costs associated with preparing the grant application
- Expenses not supported by proper documentation
- Nursery structures or equipment, play structures or playground equipment
- Tools, *e.g. chainsaws, shovels, gloves*
- Computers, printers, and office equipment
- Items not directly pertaining to the approved forestry project.

Review of Projects
The Utah Division of Forestry, Fire and State Lands reserves the right to inspect projects at any time. All educational materials (written or video developed as part of a grant project) should be reviewed by a Utah Division of Forestry Program Coordinator or UCFC Board member prior to final printing to ensure that current standards for tree planting and maintenance are met.

Project Completion Report
A final report MUST be submitted to the Urban Forestry Coordinator by June 12, 2008 including the following:

1. Official Final Report Form included with this information and posted on www.ffsl.utah.gov/grants/grants.php
2. Summary detailing how the project goals and objectives were achieved; for example a tree planting project detailing the number and species of trees planted, photos of the completed project and maintenance plan
3. A cost summary showing eligible costs, cash and in-kind matching contributions, and donated items.
4. Supporting documentation of invoices and cancelled checks, for in-kind labor volunteer log sheets, newspaper articles, newsletter stories, and letters verifying fair market value of donated items or services.

Payments to Grant Recipients
Payments will be made as reimbursement for approved project expenditures. The grants administrator will review all reports. Reimbursement may not exceed 50% of the project's actual costs.

EXTENSIONS & DEFAULTS:

If an applicant cannot complete the proposed project within the given timeframe, the applicant must notify the grant administrator and forfeit funding or request an extension before the final report deadline. **Written request to extend or forfeit grant dollars must be received by the grant administrator no later than June 12, 2009**. If proper notification is in place, projects will not suffer the penalty of an unexcused default.

If a final report, grant forfeit, or extension request is not submitted by the June 12, 2007 deadline, the application will be considered an **unexcused default**. Applicants who default on the 2008-2009 Community Forestry Partnership Grant will not:

1. Receive any grant reimbursement
2. Be eligible for the next year's (2009-2010) Community Forestry Partnership Grant cycle.

Unexcused default applicants may still apply for future Arbor Day Planting Grants and will regain eligibility for the Community Forestry Partnership Grant in the 2010-2011 cycle.

It is critical that all applicants follow strict timelines in order to avoid penalties.

Appendix I: Contact Information

Division of Forestry Fire and State Lands:

State Office — *Utah Division of Forestry, Fire, and State Lands*
Meridith Perkins – Urban and Community Forestry Coordinator (801) 538-5505
Email: meridithperkins@utah.gov

Salt Lake City Office — *Tooele, Morgan, Utah, Davis, Salt Lake Counties*
Scott Zeidler – Wasatch Front Community Forester (801) 538-5456

Cedar City Office (Southwest) — *Beaver, Garfield, Iron, Kane, Washington Counties*
Ron Morrow – SW Community Forester (435) 586-4408

Logan Office (Bear River) — *Box Elder, Weber, Cache, Rich Counties*
Morgan Mendenhall – Area Forester (435) 752-8701

Moab Office (Southeast) — *San Juan, Emery, Grand, Carbon Counties*
Natalie Conlin – Area Forester (435) 259-3765

Richfield Office (Central) — *Sanpete, Sevier, Juab, Millard, Wayne, Piute Counties*
Jason Johnson –Area Forester (435) 896-5697

Vernal Office (Northeast) — *Daggett, Summit, Duchesne, Uinta, Wasatch*
PJ Abraham – Area Forester (435) 671-3326